A Guide to Using LIS

The Division of Legislative Services (LIS) provides the Code of Virginia and the Virginia Administrative Code (VAC) on-line at http://lis.virginia.gov/000/src.htm and http://lis.virginia.gov/cgi-bin/legp604.exe?000+men+SRR

The Virginia Administrative Code searchable database contains the regulations of state agencies.

To get to the database go to http://lis.virginia.gov/cgi-bin/legp604.exe?000+men+SRR.

VIRGINIA ADMINISTRATIVE CODE
Updated Daily

Enter your search phrase and press submit. (see *search examples*)

[   ] [submit]

Table of Contents view of titles, agencies, chapters and sections

The Virginia Register of Regulations home page

Emergency Regulations currently in effect. Emergency regulations are not included in the Virginia Administrative Code

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From this page you can search the database, view regulations or create personalized reports.

Searching:

- To search by VAC Section Number Search: Type section number without using spaces. Example: 1VAC17-10-20 (Title 1 VAC, Agency 17, Chapter 10, Section 20).

- To search using a Single Search Word: type the word. Example using Single Word: distilled. A single search word is the simplest of all search statement constructions. For a document to qualify for the search, it must contain an occurrence of the exact character string specified as the search word. For example; the search word "distilled" only retrieves the documents that contain occurrences of the word "distilled." The words "distill" and "distillery," for example, do not qualify.

- For more examples of how to refine your search go to http://lis.virginia.gov/h002.htm.

Viewing:

- To view specific regulations, you can use the Table of Contents to view all Titles, Agencies, Chapters and Sections. Click a title to display the agencies, click on agency name to display the chapters and click on chapter number to display the sections.

Creating Reports:

- You can also use the database to create reports. When you have found the regulatory chapter you need, use the create report feature to have the chapter or specific sections of the chapter emailed to you or displayed on your computer.

- When you click on a chapter link on LIS there is a "(create report)" link at the end of the chapter title.

- Click on report and you get the following "Create report:" page:

Virginia Administrative Code

Chapter 10 - GENERAL DEFINITIONS

Create report: (take a look at LIS Reports for assistance)

from section: [   ]   thru section: [   ]

omit notes: ☐

email to: [   ]

[clear] [submit]

- Use from/thru section numbers to filter your list (i.e. to get only 9VAC25-15-10 through 9VAC25-15-100 you enter from section 10 thru section 100). These are optional fields. If you leave both fields blank, the system will assume all sections within the chapter. If you enter data in the form field and leave the thru field blank, the system will assume thru the last section for the specified chapter.

- If you check the omit notes field, the report will only include the regulatory text, removing the informational Statutory Authority and Historical data for each section.

- If you include an email address the report will be prepared offline and emailed to you, usually within 15 minutes (depending on system load). [Note: Some organizations, including a few state agencies, have chosen to block html attachments in an attempt to prevent viruses. If this occurs, contact your email administrator for more information.]

- If you omit your address the report will be prepared and displayed online. Please note: at that point the online display can be saved to your computer as an html file or you can click to edit with your word processing software and save to your computer.

The Code of Virginia searchable database contains the laws (statutes) of the Commonwealth and is also searchable. You can perform a search by using key word(s), phrases or section numbers (e.g. 10.1-1322). You can use the Table of Contents to view all Titles, Chapters, and Sections. Click on a title to display the chapters, click on a chapter to display the sections. You can also use the database to create reports for download or review. Searching or creating reports for the Code of Virginia operates the same as for the Virginia Administrative Code. To get to the Code of Virginia database go to http://lis.virginia.gov/000/src.htm.

If you need more information on working with either of these databases, *contact Legislative Automated Systems Help Desk (804 786-9631) for additional information.*